

MANAGING PERSONNEL ACTIONS IN NCVIP

Employees will transfer within the agency and state government throughout the performance cycle. This movement will require updates to the employee's record in NCVIP to accurately reflect their performance throughout the entire cycle.

Releasing Manager

Update progress and add comments on all goals prior to the action being worked in Beacon. See job aids [here](#) for adding comments and updating progress:

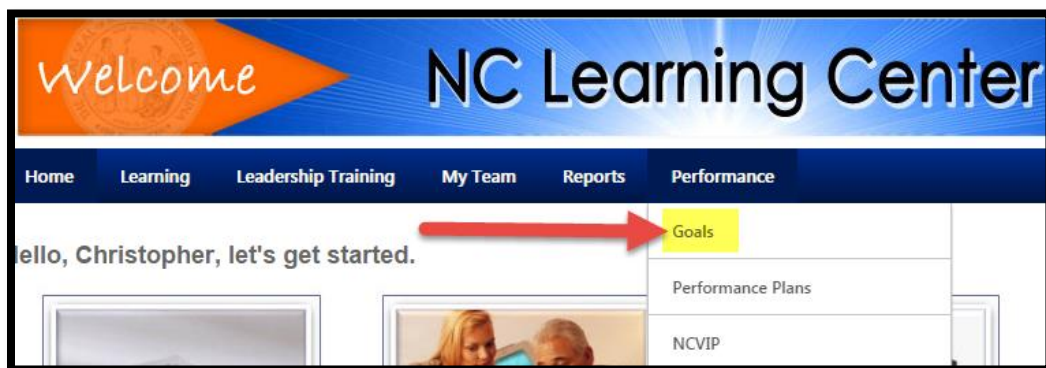
If the action is worked in Beacon prior to progress and comments being updated, complete [HR Form 560](#) and forward to your HR Rep and to the receiving work unit.


Receiving Manager

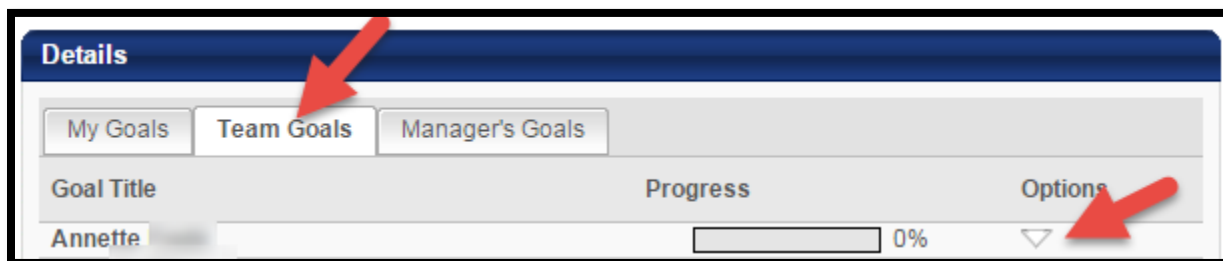
Once the action is worked in Beacon to place the employee in the new position the employee will have duplicate sets of goals—goals from their former position and goals for their new position. If they are new to DPS they will also receive a new work plan task. If their movement was internal to DPS they will not receive a new work plan task, simply new goals for their new position. The steps below should be taken **PRIOR** to any work plan task launch in the system.

Steps you should take:

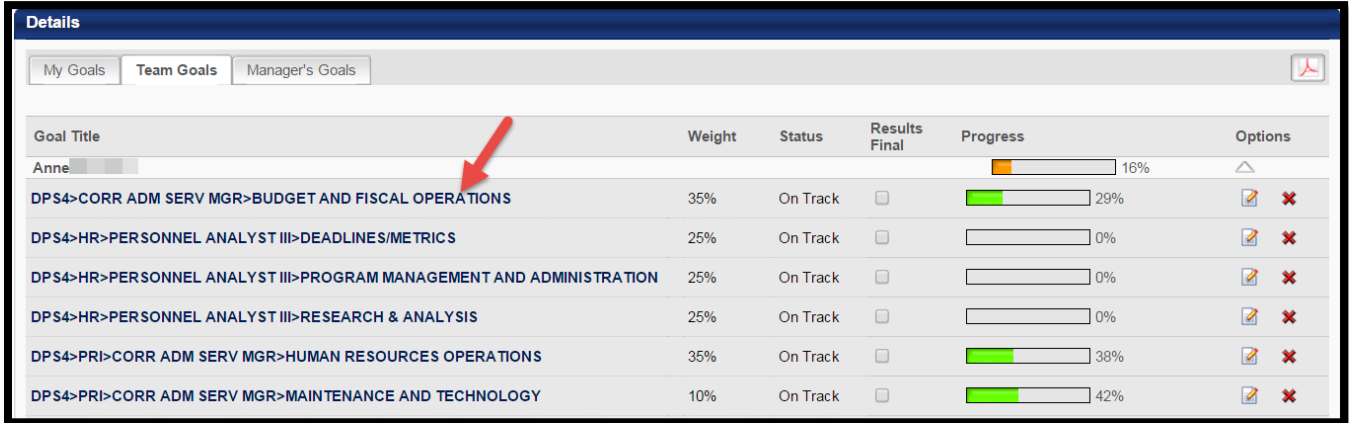
1. Review all goals by going to **PERFORMANCE > GOALS**



2. Click on **TEAM GOALS**. Then select the dropdown arrow,  under **OPTIONS** by the new employee.

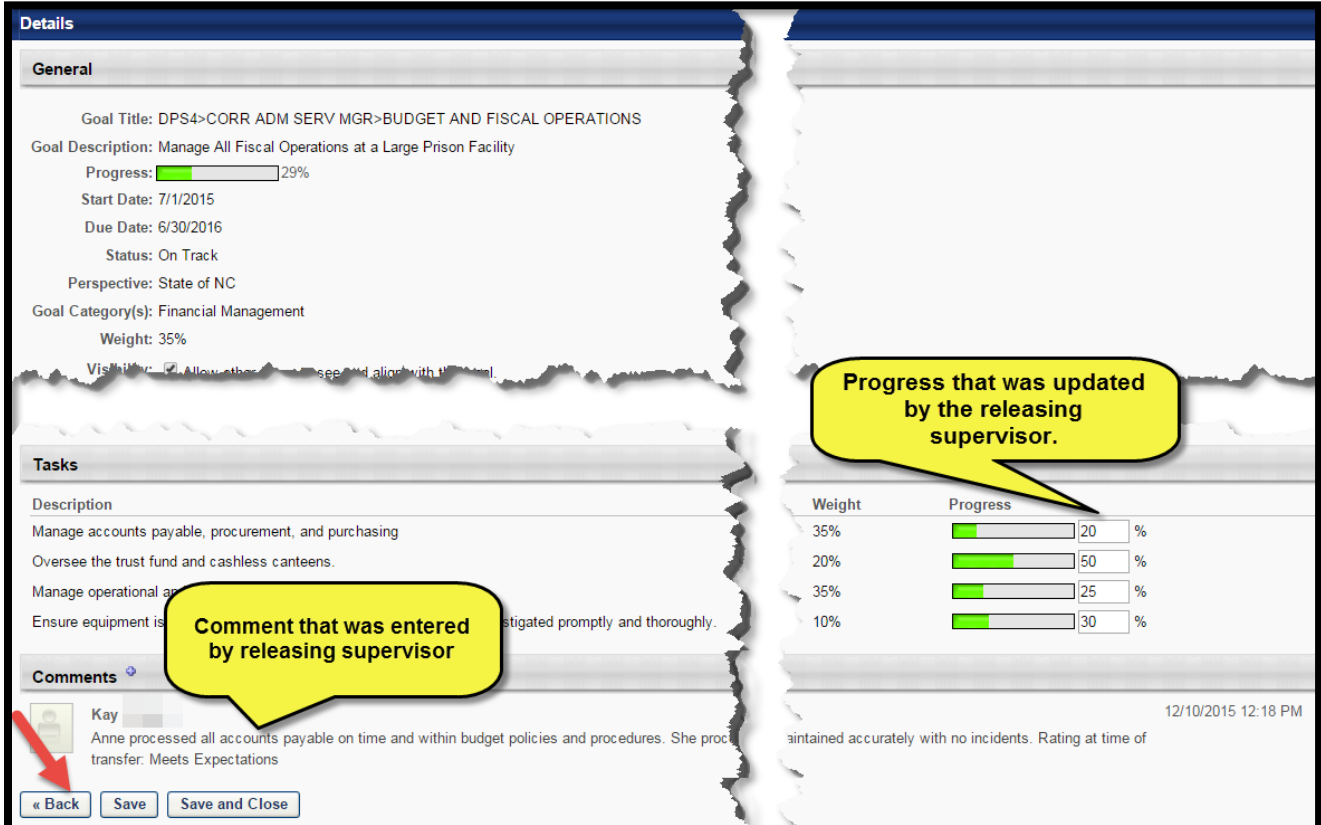


3. Select one of the goals from the employees former position



Goal Title	Weight	Status	Results Final	Progress	Options
Anne				16%	
DPS4>CORR ADM SERV MGR>BUDGET AND FISCAL OPERATIONS	35%	On Track	<input type="checkbox"/>	29%	
DPS4>HR>PERSONNEL ANALYST III>DEADLINES/METRICS	25%	On Track	<input type="checkbox"/>	0%	
DPS4>HR>PERSONNEL ANALYST III>PROGRAM MANAGEMENT AND ADMINISTRATION	25%	On Track	<input type="checkbox"/>	0%	
DPS4>HR>PERSONNEL ANALYST III>RESEARCH & ANALYSIS	25%	On Track	<input type="checkbox"/>	0%	
DPS4>PRI>CORR ADM SERV MGR>HUMAN RESOURCES OPERATIONS	35%	On Track	<input type="checkbox"/>	38%	
DPS4>PRI>CORR ADM SERV MGR>MAINTENANCE AND TECHNOLOGY	10%	On Track	<input type="checkbox"/>	42%	

4. You can review any progress and comments entered by the releasing supervisor on the employee's performance of their previous position goals and tasks.



General

Goal Title: DPS4>CORR ADM SERV MGR>BUDGET AND FISCAL OPERATIONS
 Goal Description: Manage All Fiscal Operations at a Large Prison Facility
 Progress: 29%
 Start Date: 7/1/2015
 Due Date: 6/30/2016
 Status: On Track
 Perspective: State of NC
 Goal Category(s): Financial Management
 Weight: 35%

Tasks

Description: Manage accounts payable, procurement, and purchasing
 Oversee the trust fund and cashless canteens.
 Manage operational ap
 Ensure equipment is

Comments

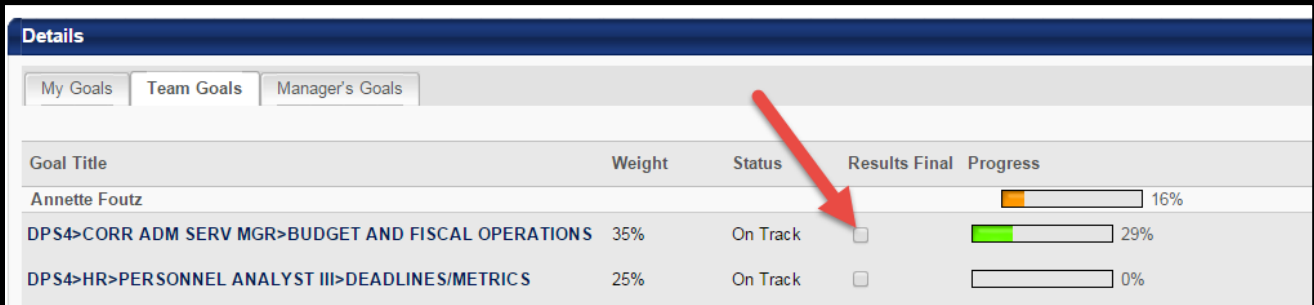
Key
 Anne processed all accounts payable on time and within budget policies and procedures. She proc
 transfer: Meets Expectations

« Back Save Save and Close

12/10/2015 12:18 PM

Once you have reviewed the comments and progress that was entered by the releasing supervisor click **BACK** (red arrow) at the bottom of the screen.

5. Mark the **RESULTS FINAL** box for the former goal you just reviewed.



The screenshot shows a 'Details' page for an employee named Annette Foutz. It features a table with columns: Goal Title, Weight, Status, Results Final, and Progress. A red arrow points to the 'Results Final' checkbox for the goal 'DPS4>CORR ADM SERV MGR>BUDGET AND FISCAL OPERATIONS'.

Goal Title	Weight	Status	Results Final	Progress
Annette Foutz				
DPS4>CORR ADM SERV MGR>BUDGET AND FISCAL OPERATIONS	35%	On Track	<input type="checkbox"/>	16%
DPS4>HR>PERSONNEL ANALYST III>DEADLINES/METRICS	25%	On Track	<input type="checkbox"/>	29%
				0%

By marking the results for the former goals final this goal is now locked and no edits, comments, or attachments can be made to this goal by the employee. It will be visible at the launch of the interim and annual performance appraisal task however.

6. Do the same for all of the former goals for this employee.

Note: Employees who have changed positions throughout the performance cycle will have goal totals that exceed 100%.